

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES *
2. AMENDMENT/MODIFICATION NO. PR-NC-00-10006/0002	3. EFFECTIVE DATE 03/15/00	4. REQUISITION/PURCHASE REQ. NO. PR-NC-00-10006	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Contracts Management Division Admin Bldg Lobby, Alexander Dr. Research Triangle Park, NC 27709	CODE	7. ADMINISTERED BY (If other than item 6) Not Applicable.	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To All Offerors/Bidders.		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-NC-00-10006
			9B. DATED (SEE ITEM 11) 02/15/00
		✓	10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA _____ (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The Section H clause entitled "GOVERNMENT - CONTRACTOR RELATIONS (EPAAR 1552.237-76) (JUL 1999) DEVIATION" has been modified. The text is as follows:

(a) The Government and the Contractor understand and agree that the services to be delivered under this contract by the contractor to the Government are non-personal services and the parties recognize and agree that no employer-employee relation-ship exists or will exist under the contract between the Government and the Contractor's personnel. It is, therefore, in the best interest of the Government to afford both parties a full understanding of their respective obligations.

(b) Contractor personnel under this contract shall not:

(1) Be placed in a position where they are under the supervision, direction, or evaluation of a Government employee.

(2) Be placed in a position of command, supervision, administration or control over Government personnel, or over personnel of other Contractors under other EPA contracts, or become a part of the Government organization.

(3) Be used in administration or supervision of Government procurement activities.

(C) Employee Relationship:

(1) The services to be performed under this contract do not require the Contractor or his/her personnel to exercise personal judgment and discretion on behalf of the Government. Rather the Contractor's personnel will act and exercise personal judgment and discretion on behalf of the Contractor.

(2) Rules, regulations, directives, and requirements that are issued by the U.S. Environmental Protection Agency under its responsibility for good order, administration, and security are applicable to all personnel who enter the Government installation or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

(d) Inapplicability of Employee Benefits: This contract does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.

(1) Payments by the Government under this contract are not subject to Federal income tax withholdings.

(2) Payments by the Government under this contract are not subject to the Federal Insurance Contributions Act.

(3) The Contractor is not entitled to unemployment compensation benefits under the Social Security Act, as amended, by virtue of performance of this contract.

(4) The Contractor is not entitled to workman's compensation benefits by virtue of this contract.

(5) The entire consideration and benefits to the Contractor for performance of this contract is contained in the provisions for payment under this contract.

(e) Notice. It is the Contractor's, as well as, the Government's responsibility to monitor contract activities and notify the Contracting Officer if the Contractor believes that the intent of this clause has been or may be violated.

(1) The Contractor should notify the Contracting Officer in writing promptly, within 10 calendar days from the date of any incident that the Contractor considers to constitute a violation of this clause. The notice should include the date, nature and circumstance of the conduct, the name, function and activity of each Government employee or Contractor official or employee involved or knowledgeable about such conduct, identify any documents or substance of any oral communication involved in the conduct, and the estimate in time by which the Government must respond to this notice to minimize cost, delay or disruption of performance.

(2) The Contracting Officer will promptly, within 30 calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer will either:

(i) confirm that the conduct is in violation and when necessary direct the mode of further performance,

(ii) countermand any communication regarded as a violation,

(iii) deny that the conduct constitutes a violation and when necessary direct the mode of further performance; or

(iv) in the event the notice is inadequate to make a decision, advise the Contractor what additional information is required, and establish the date by which it should be furnished by the Contractor and the date thereafter by which the Government will respond.

2. The Section H clause entitled "REHABILITATION ACT NOTICE (EP-S 99-3) (JUN 1999)" has been added. The text is as follows:

a. EPA has a legal obligation under the Rehabilitation Act of 1973, 29 U.S.C. §791, to provide reasonable accommodation to persons with disabilities who wish to attend EPA programs and activities. Under this contract, the contractor may be required to provide support in connection with EPA programs and activities, including conferences, symposia, workshops, meetings, etc. In such cases, the contractor shall, as applicable, include in its draft and final meeting announcements (or similar documents) the following notice:

It is EPA's policy to make reasonable accommodation to persons with disabilities wishing to participate in the agency's programs and activities, pursuant to the Rehabilitation Act of 1973, 29 U.S.C. §791. Any request for accommodation should be made to the specified

registration contact for a particular program or activity, preferably one month in advance of the registration deadline, so that EPA will have sufficient time to process the request.

b. Upon receipt of such a request for accommodation, the contractor shall immediately forward the request to the EPA contracting officer, and provide a copy to the appropriate EPA program office. The contractor may be required to provide any accommodation that EPA may approve. However, in no instance shall the contractor proceed to provide an accommodation prior to receiving written authorization from the contracting officer.

c. The contractor shall insert in each subcontract or consultant agreement placed hereunder provisions that shall conform substantially to the language of this clause, including this paragraph, unless otherwise authorized by the contracting officer.

3. The attachment entitled "STATEMENT OF WORK" has been modified. The text is as follows:

PROGRAM REVIEW AND TRACKING SUPPORT

I. Introduction

The Environmental Protection Agency (EPA) is responsible for the implementation of Title I of the Clean Air Act (CAA) as well as requirements of other Titles associated with Title I. This responsibility includes the review, development, promulgation and implementation of the National Ambient Air Quality Standards (NAAQS) as well as the National Emission Standards for Hazardous Air Pollutants (NESHAPs), and the New Source Performance Standards (NSPS). The standards and policies developed under Title I, and the other provisions of the Act, are in support of State and local agencies and ensure that all citizens breathe air that meets minimum health levels.

While the CAA does not allow EPA to consider costs when setting the NAAQS to protect the public health, EPA may consider costs when developing programs to meet the NAAQS or other programs supporting the goals outlined in the Act. To provide the most efficient and cost-effective programs and strategies possible, EPA analyzes the costs, benefits and economic and regulatory impacts of air quality management strategies, programs and regulations.

Areas with air quality levels that exceed the NAAQS and endanger public health are designated by EPA as nonattainment areas, and in accordance with the CAA, are assigned specific deadlines and specific control requirements, depending on the nature of the problem. The EPA also tracks the progress of an area towards attainment of the NAAQS, eventually redesignating the area to attainment when the NAAQS are achieved.

State and local governments are responsible for characterizing the nature of the local air pollution problem through emissions inventories, monitoring networks and air quality modeling, and through the development of programs to reach attainment of the standard by deadlines which are provided for by law. These analysis and control programs are included in the State Implementation Plans (SIPs), which are submitted to EPA for approval. The EPA

provides technical assistance to State and local control agencies in the development, management and review of SIPs for achieving and maintaining the NAAQS and other air quality goals. If a State fails to develop, promulgate and implement a SIP, then the Office of Air Quality Planning and Standards (OAQPS), working with the Regional Offices, will develop, promulgate and implement a Federal Implementation Plan (FIP). The EPA evaluates the implementation of a SIP and issues notices of failures, findings and sanctions. For all Title I programs the Agency develops regulatory program specific guidance.

In addition, EPA makes every effort to engage the regulated communities, environmental groups, and the general public in developing new innovative approaches to regulatory control, emissions reductions strategies, air quality management, pollution prevention, etc. (e.g., creating community based partnerships, and the Open Market Trading Program for reducing emissions, etc.). The EPA evaluates the impacts of air pollution on medias other than air (e.g., the Great Waters Program) and those that impact on a global level, such as global climate and acid rain. Such programs include activities that will reduce acid rain precursors and deposition, and that will attain acceptable levels for criteria and hazardous pollutants.

In conducting the activities mentioned above, the general types of support functions that EPA will require include: (1) investigations; (2) analyses; (3) data collection and operations; (4) development of regulatory guidance and procedures; (5) preparation of manuals, workshops, and training; (6) the use of techniques supporting findings and recommendations; (7) technical information transfer; and (8) coordination with other EPA offices and/or other Federal, State, Tribal, Regional and local programs to develop single or multimedia regulatory strategies, and to address pollutant transport issues. The specific support functions associated with this Statement of Work (SOW) are given below.

II. GENERAL

The Contractor shall provide support for the technical functions of the EPA in carrying out programs as specified in the CAA, as amended by the Clean Air Act Amendments of 1990. In carrying out the functions of this contract, the Contractor shall review all available CAA program information, assess its adequacy and provide recommendations to EPA, resolve differences (explain and suggest approaches to resolving the differences), and fill data gaps (i.e., gather the needed data or recommend approaches for estimating the missing data for EPA approval). CAA program information includes emission sources, potential emission controls, existing emission estimates, measurements, inventories, and other information pertinent to program areas in which EPA would undertake regulatory action, any of which could be found via literature search, internet searches, or as collected by EPA. Some work assignments may include developing or evaluating implementation and strategic alternatives, facilitating public meetings, reviewing public comments, performing supplemental technical analyses, and assisting in public outreach activities. The Contractor, at no time, will evaluate any implementation and strategic alternatives for which support was provided in the development of those same alternatives; although in the development of alternatives, contractors may state the advantages and disadvantages of that particular alternative.

For all tasks assigned under this contract, the Contractor shall provide

services in all data-gathering activities, report preparation phases, completion of necessary documents to provide technical background needed for formulating policy recommendations to EPA for review and approval. The contractor shall provide evaluation of alternatives and recommended solutions to problems encountered to the EPA for review and approval. All Information Technology goods and services acquired through the duration of this contract shall comply with EPA Directive 2100, the Information Resources Management Policy Manual. It is available on the EPA Web Site at http://www.epa.gov/docs/irm_polman/.

The Contractor shall submit for review and obtain approval from the EPA Project Officer/Work Assignment Manager prior to use or dissemination of any and all manuals, technical documents, and outreach materials (to include all training and workshop materials).

Work will be ordered by work assignments. The Contractor shall perform, as specified in the work assignments, in the following areas:

A. TECHNICAL REVIEW ANALYSIS AND TRACKING

Program Review and Tracking includes a comprehensive evaluation of the air quality data and type of progress States are making toward meeting the NAAQS. The function of this statement of work is one of a supportive role; i.e., analysis and review of existing air quality data to verify improvements/declines in air quality (monitoring and modeling) and tracking States' progress in air quality planning (SIP development). Therefore, a major component for the supportive effort outlined in this statement of work would be the use and development of appropriate databases.

1. **Regulatory Support.** The Contractor shall assist EPA in reviewing, analyzing, and tracking environmental regulations, management strategies (including, but not limited to, requirements for State Implementation Plans, Federal Implementation Plans, and Interim Implementation Policies) and administrative actions (including area designations and classifications) directly and indirectly through the use of support studies and reports, and shall collect and analyze data to evaluate the adequacy of these plans, strategies and actions. The Contractor shall also perform technical support studies for the review and analysis of alternative approaches for control of pollutants. These studies shall (1) support the determination of the adequacy of control measures needed to attain and maintain the National Ambient Air Quality Standards (NAAQS), (2) determine reductions resulting from, or expected to result from, other control programs such as for acid rain precursors and deposition, and (3) evaluate control strategies necessary to attain acceptable levels for air toxics and criteria pollutants and protect visibility.

Review and analysis of documents can include control strategies for emission of particulate matter and carbon monoxide, transportation related emissions, sulfur dioxide, nitrogen dioxide, ammonia, hydrocarbon/volatile organic compounds (VOC), other photochemical oxidant precursors, toxicities and hazardous pollutants, and lead. This work shall include, but not be limited to, studies to support the need for various strategies, development of public awareness programs, and use of various other control options.

The Contractor shall develop or assist in the development of technical

support analyses for regulatory notices, including Federal Register notices. The Contractor shall also perform any air pollution control modeling analyses; data base revision and evaluation; monitoring; compliance or enforcement studies; mobile source measures studies; economic, small business and regulatory impact analyses; and supporting implementation work incidental to regulatory development work assignments.

2. **Monitoring Support.** The Contractor shall conduct special ambient monitoring and emission characterization studies, as needed, to evaluate the effectiveness of monitoring and control programs. The Contractor shall provide technical support studies and/or evaluate State, local, and source operated air monitoring programs. Activities shall also include, but shall not be limited to, network design, optimum siting studies, data reduction and statistical summaries. Monitoring technical support shall include nonregulated and regulated pollutants which include acid deposition, non-methane organic compounds, toxic and potentially toxic air pollutants and meteorological variables.

3. **Compliance Support.** The Contractor shall provide technical support studies and shall obtain, evaluate, and present data and information concerning the compliance status of designated sources or source categories in support of agency compliance assurance programs and enforcement activities. The Contractor shall review conformity determination for technical accuracy.

4. **Data Base Support.** The Contractor shall perform the following database related activities: evaluation, revision, manipulation and development; quality assurance and quality control procedures; collecting, reporting, and projecting existing air quality data and emissions; tracking and reporting on status of projects/SIPs; linkage to other information systems and databases within the Agency (creating Intranet platform); performing enhancements to existing databases; developing or modifying existing information systems for collecting program management data from EPA Regional Offices; quantifying biogenic emissions; conducting air quality or emissions trends analyses; evaluating the effects of other factors, such as meteorology on air pollutant concentrations; deriving appropriate inputs for air pollution modeling and analyses; and monitoring data assessments. Where appropriate, the Contractor shall develop supporting documentation such as technical reports, user manuals, and procedures and guidelines documents for various aspects of data bases.

5. **Mobile Sources Support.** The Contractor shall develop or analyze and provide technical support studies for mobile source control programs, such as Inspection and Maintenance (I/M) programs, implementation and marketing of alternative fuels, feasibility studies to determine applicability of measures for selected metropolitan areas, cost analyses, estimations of emission reductions resulting from effectiveness of measures, documentation of the assumptions used in the analyses, and transportation control methods. Efforts shall include, but shall not be limited to, development of guidance materials in the areas of program scheduling, organization, costs, public relations, data collection and handling, regulation, test procedures, and program reporting. The materials may range from surveys of the options to detailed analysis of automated programs.

The Contractor shall also evaluate transportation related measures necessary for an area to meet the NAAQS. Efforts in this regard shall also

include the design of air quality improvement measures and the conduct of demonstration studies prior to implementation by EPA.

6. **Planning Analyses Support.** The Contractor shall perform studies relating to the cost effectiveness, exposure/risk reductions, and social, economic and energy impacts of various control strategies and/or air pollution control programs. This shall include, but shall not be limited to, visibility studies, impacts of sanctions, new or proposed regulatory options (e.g., those associated with acid rain control or control of hazardous pollutants), studies relating to fuel availability and the impact analysis of air pollution control programs on national fuel resources. Activities shall also include environmental coordination studies to ensure compatibility of air planning with other environmental management programs. The Contractor shall perform any air pollution control regulatory development work, modeling analyses, data base work, monitoring, compliance or enforcement studies, mobile source studies, and supporting implementation work incidental to work assignments for air planning (impact) analysis.

7. **Modeling Support.** The Contractor shall develop new models or provide analyses using existing air quality dispersion models and other air quality models. Purposes of these analyses may include: new source review, determining the adequacy of mobile and stationary source control strategies for attaining or maintaining NAAQS, protection of visibility, prevention of significant deterioration, maintaining reasonable further progress, establishing the boundaries of the areas of violations and areas of influence, source reviews, predicting the impact of emissions on human health as well as ecosystem deposition, maximizing the use of the ambient monitoring network, and assessing the effect of fuel switching on attaining and maintaining NAAQS. Modeling analyses shall also require the application of various types of EPA approved models.

The Contractor shall perform any air pollution control regulatory analyses, data base work, monitoring, exposure and risk assessment studies, mobile source measures studies, impact analyses, and supporting implementation work incidental to modeling work assignments.

B. TECHNICAL SUPPORT. These technical support tasks are intended to be in support of any technical effort required above.

1. **Public Hearing/Meeting Support.** The Contractor shall provide technical and administrative support for public hearings and technical meetings, including facilitation, logistical support, registration of participants, and transcripts of public hearings. The Contractor shall provide graphical presentation materials in clear, concise formats. In addition, the Contractor shall provide expert testimony at hearings and commission meetings.

2. **Training, Workshops, and Seminar Support.** The Contractor shall provide support for training courses, EPA-sponsored workshops, and seminars addressing the specific areas covered in this Statement of Work. Support shall include instructional and logistical support, the development and distribution of meeting materials and presentation materials, and preparation of meeting summaries, including significant questions raised by the participants. This may include travel costs for speakers.

3. **Public Comments/Docket Support.** The Contractor shall review, index, organize, and summarize public comments received by EPA in response to regulatory notices. The Contractor shall provide technical support in the development of draft responses to comments on regulatory notices, and provide technical analysis as needed to develop such responses. The contractor shall prepare materials to update, as needed, a docket containing documentation that supports regulatory actions undertaken by EPA.

4. **Public Outreach.** The Contractor shall develop procedure and guideline documents; gather, compile (such as regulation codification), and after approval by EPA distribute technical information for clearinghouses and electronic bulletin board systems; and provide technical services on volatile organic compounds and special control technology problems, including environmental assessment studies, summaries of stationary source emission limit regulations for the control of pollutants, and resource needs and usage. The Contractor shall build relevant Websites for review by EPA to inform the public via the Internet of ongoing activities in the air programs. The Contractor shall develop for EPA sample public awareness programs to inform the public and the regulated community about the need for and benefits of controls. The Contractor shall provide multi-media support for the above programs, including, but not limited to, 35mm slides, overheads and public service announcements. The Contractor shall convene focus groups to evaluate the most effective methods for communicating the information to the public. Public service announcements will not include any paid advertisements.

5. **Document Preparation.** The Contractor shall prepare, for EPA review and approval, necessary technical or scientific documents to support regulatory recommendations or decisions on health, exposure, control/costs, priority setting, risks, or other regulatory actions. Drawing on work assignments in the preceding performance areas, the Contractor shall prepare documents to support regulatory recommendations and/or decisions in key technical/scientific areas. These may include health review, control/cost analysis, source priorities for regulation development, exposure and risk assessment, integration activities, and other regulatory actions. This information, whether in one or more documents, must be comprehensive and technically accurate, yet concise and understandable. Where documents prepared by the Contractor are used to support regulatory decisions, the Contractor shall provide EPA with technical/scientific support by explaining or defending the documents before scientific review panels and/or the public, and shall prepare written responses to received comments and/or revise the documents as required after EPA approval. All assumptions made in preparing this material must be clearly and concisely stated. All assumptions shall be reviewed and approved by the Work Assignment Manager (WAM). The WAM may require special reporting requirements for any Work Assignments which involve or relate to the development of regulations as specified in the clause in the Schedule of this contract entitled "Special Reporting Requirement: Regulatory Assistance." See also Final Summary Reports of the Reports of Work. These documents will generally undergo critical scientific and public scrutiny, and must be sound and defensible.

6. **Technical/Peer Review of Documents.** The Contractor shall organize and conduct peer reviews of scientific, technical, and economic documents prepared by Agency personnel, other contractors, and other organizations. The peer reviews shall be conducted by qualified individuals (or organization) who are independent of those who performed the work, but are collectively

equivalent in technical expertise (i.e., peers) to those who performed the original work. The contractor shall ensure that activities are technically adequate, competently performed, properly documented, and satisfy established technical and quality requirements. The Contractor shall have the sole responsibility of selecting panel reviewers and shall appoint the officials that will exercise control over the panel meeting. However, upon selection the Contractor shall submit their list of qualified peer reviewers to the WAM for information purposes. The Contractor shall not perform peer review of any documents for which the contractor or its subcontractors were involved in the preparation.

7. **Risk Communication.** The Contractor shall utilize existing, or develop new, risk communication materials to enhance the exchange of information related to risk assessments for hazardous and criteria pollutants. This may include work designed to improve interactions with other Federal government groups, State/local agencies, the general public, environmental groups, international organizations, industry, or other interested parties.

8. **Technical/Scientific Review and Editing.** The Contractor shall provide technical and scientific reviews and assessments of regulations and documents of Federal, State, local and foreign regulatory groups and documents submitted to EPA that deal with the foregoing performance area topics. The objective is to provide technical and scientific evaluation of background and support documents used to support regulatory decisions. For example, information may be obtained from Federal groups and assessed for its utility and impact. State control requirements may be assessed to determine the baseline from which to calculate the impact of applying alternative technology. Foreign regulations may be reviewed, summarized, and evaluated for their application for use in the United States. Documents supporting petitions shall be evaluated to ensure soundness for regulatory use. The Contractor shall also review and conduct technical editing of documents. The documents may be technical or policy related and the editing shall enhance the readability and use of documents for the intended audience or secondary audiences.

9. **Computer Software Documentation and Training.** Software development, documentation and training shall comply with EPA Directive 2100, the Information Resources Management Policy Manual. It is available on the EPA Web Site at http://www.epa.gov/docs/irm_polman/.

4. Work Plans, Attachment 2, Reports of Work, is modified as follows:

REPORTS OF WORK

GENERAL

All reports and data prepared under this contract must be PC-compatible (WordPerfect 6.0/6.1).

WORK PLANS

1. Original Work Plan

Twenty (20) calendar days after the effective date of a work assignment issued under this contract, unless otherwise specified in the work assignment, in addition to the Contracting Officer's copy required by the "Work Assignment" clause of this contract, the Contractor shall submit one (1) copy of a Work Plan to the Project Officer, and one (1) copy of a Work Plan to the Work Assignment Manager. The Work Plan is subject to the approval of the Contracting Officer.

In addition to the requirements of the "Work Assignment" clause of this contract, the Work Plan shall consist of the following:

- a. a description of the work assignment;
- b. a description of the methods and technical approach to be taken to complete the work assignment;
- c. an estimated schedule for completion;
- d. a listing of the people proposed to be assigned to the project with an estimate of the time to be spent by each person and a brief description of their qualifications and experience;
- e. the estimated cost shall include direct labor, material, other direct costs, indirect costs, consultants and subcontractors; and
- f. a description of the quality assurance and quality control procedures which will be used to insure quality of work.
- g. A series of graphs reflecting projected cumulative estimated costs (and estimated fee) and labor-hours by month for each task or other logical segment of work for the total work assignment effort.

2. Revisions to Work Plan

The Contractor shall submit revisions to the work plan described above (a) when the original Work Plan is disapproved by the Contracting Officer (b) whenever the work assignment requirements are changed by appropriate work assignment amendment; (c) when 75% of the estimated hours to complete the assignment have been expended and an adjustment in the approved budget cost estimate would be required to complete the work; and (d) as soon as it appears that the completion date stated in the approved work plan may be exceeded. The Contractor may submit recommended revisions to the work plan when the contractor believes such revision is deemed desirable for optimum achievement of contract objectives. Every recommended revision to the work plan shall be approved by the Contracting Officer prior to implementation by the Contractor. A copy of each revision shall be submitted to the Project Officer and the Work Assignment Manager.

3. Approval

Approval of a Work Plan (1) does not constitute a determination of the reasonableness, allowability, or allocability of the cost, (2) does not constitute an agreement to any fee for performance of a work assignment since fee for providing the level of effort and otherwise performing the contract is set forth therein, and (3) does not constitute consent to any proposed subcontracts. Subcontracts must be submitted for consent in accordance with the contract clauses entitled "Competition in Subcontracting" and "Subcontracts" or "Subcontracts Under Cost-Reimbursement and Letter Contracts."